



# City of Tempe

## COURT SERVICES SPECIALIST I+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	080	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Courts	<i>Salary / Hourly Minimum:</i>	\$17.392788
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$23.480288
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Court Services Specialist II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Administrative Support

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class to the Court Specialist series. Employees in this class need to demonstrate the initiative to learn and master all the job duties required for this position. This class is distinguished from the Court Services Specialist II+ by performing entry level judicial support, clerical, financial, cash handling, and customer service functions in one or more areas of the court. Once trained, incumbents are expected to provide appropriate assistance for routine requests. The most difficult problems are referred to a Court Services Specialist II+, Court Services Supervisor or designee. Work is reviewed or monitored frequently until the incumbent is proficient. The Court Services Specialist I+ demonstrates a strong work ethic, which includes (but is not limited to) being dependable, flexible, and self-reliant, as well as demonstrating initiative and exhibiting professional, ethical behaviors.

### REPORTING RELATIONSHIPS

Receives general supervision from a Court Services Supervisor, Management Staff and Judicial Officers.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of general clerical experience, including some public service contact, preferably in a court or law office, or one year of responsible clerical or customer service experience in a court.
<i>Education:</i>	Completion of the twelfth grade supplemented by additional training in word processing, filing and record keeping, or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To support and uphold the Courts' stated mission while complying with the Arizona Code of Conduct for Judicial Employees. To perform a variety of specialized clerical work in support of the operations and services of the Tempe Municipal Court; to process, record and file court documentation; to assist the public with court procedures and services; and to provide clerical support to judicial and administrative personnel, including, if needed, mandatory weekend and/or holiday overtime coverage.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Organize and prepare the court docket; schedule hearing, trial and sentencing dates with attorneys and defendants.
- Enter necessary information in the case management system to produce a variety of court documents including notices of trial dates, delinquencies in payments, refunds, forfeitures, revocations, judgments, dispositions and court calendars; prepare summons; file and reclaim file folders and court records.
- Issue, record and process warrants; research computer data for prior warrants, violations and other pertinent data; prepare "show cause" orders and notifications for payment of bonds.
- Perform a variety of computer data entry functions, review computer data and correct errors.
- Set, log and notify appropriate parties regarding hearings for motions, evidentiary motions, and domestic violence orders.
- Provide information to parties requesting orders of protection and harassment injunctions; update files and forward to appropriate law enforcement authorities.
- Respond to and resolve routine defendant requests and citizen inquiries.
- Record monies posted for bonds, public defender, restitution and fines; post cash reconciliation report; inform parties of amounts due; accept fine payments; issue receipts for payment; process cash and paper bonds; negotiate time payment contracts and monitor compliance.
- Prepare correspondence, forms and reports such as reinstatement letters, jail commitment orders and other Court documents for City departments and other governmental agencies; maintain files and records and provide assistance in all areas of court operations as needed.
- Interact with City internal departments and external agencies.
- Coordinate the jury panel; act as bailiff for court actions as required; prepare courtroom, judge's bench and daily paperwork.
- Compile information to be used in statistical reports.
- Perform or participate in projects (including overtime duties), as assigned. This could include (but not be limited to) such projects as data clean up and file audits.

- Complete Committee on Judicial Education and Training (COJET) hours as required by the Arizona Supreme Court.
- Audit and scan closed cases.
- Perform related duties as assigned, including overtime assignments such as weekend/holiday prisoner docket coverage.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects including boxes of office supplies from one area to another up to 20 pound.
- Climb stairways between divisions.
- Work in a stationary position including standing and sitting for considerable periods of time.
- Operate computers, adding machines/calculators, fax machines, copy machines, a money counting machine, etc.
- Extensive reading and close vision work of case file notes, email, policies/procedures, etc.
- Public contact in the courtrooms and at the front counters.
- May require working extended hours in order to complete overtime projects and to provide weekend/holiday coverage.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective May 1994*  
*Revised December 1997*  
*Revised September 2000*  
*Revised November 2001 (range adj due to market)*  
*Revised July 2002*  
*Revised July 2008 (added additional duties)*

